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# DUTIES

OF THE

## CHIEF MATRON OF SPECIAL DIET KITCHEN.

I. She is charged with the prompt and careful preparation of such diets as may be assigned to her Kitchen by the Steward.

II. She shall be furnished by the Steward, daily, with a list (Form No. 4,) of the diets to be prepared by her. Said list must specify the total number of every diet to be prepared, as also the number of each of these which is to be issued to every Ward.

III. She will be prepared to deliver to the Ward Matrons, Ward Masters and Nurses, the diets ordered for their respective Wards, punctually at the following hours, viz:

FROM APRIL TO OCTOBER.		FROM OCTOBER TO APRIL.	
Breakfast	- - - 6, A. M.	Breakfast	- - - 7, A. M.
Dinner	- - - 12, M.	Dinner	- - - 12, M.
Supper	- - - 5, P. M.	Supper	- - - 4, P. M.

IV. She will make a requisition daily on the Steward for the supplies requisite to prepare the diets ordered in the above list, will receipt to him for all supplies issued to her, and will be held rigidly responsible that all supplies furnished are economically used and properly disposed of.

V. She will report promptly any failure on the part of the Steward to furnish such supplies as are required to prepare the diets ordered from her Kitchen.

VI. She will conform to the Diet Table (Form No. 1,) in respect to the articles and quantities composing her diets. When any required article is deficient, some other shall be substituted in its place, or the quantities of the remaining articles shall be proportionally augmented.

VII. She will respect the orders and instructions of the Medical Officer supervising her Kitchen, and of the Steward, and is charged with the discipline of her assistant and all attendants reporting to her.

VIII. She will pay no respect to any orders for Special Diets for indefinite times. Such special orders are prohibited for longer than one day, and these only when unavoidable. All such orders must be delivered to her in ample time for their preparation, and shall never take precedence of those required in the regular Daily List. (Form 4.)

IX. She will keep a neat record of all public property in her charge, and make a weekly report of the same.

*Surgeon in Charge.*

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